



APPLICATION FOR THE FREE CHILDCARE SCHEME

<i>Application Number (for office use only)</i>

1. CHILD'S DETAILS

Name & Surname	ID Card Number	Date of Birth	Gender		
			M	F	X

2. PARENT/GUARDIAN DETAILS

a) Parent 1 - Eligible Parent

N.B. Parent 1 – Eligible parent is defined as a mother or single parent (mother or father) who is in employment and/or in education.

Name & Surname					
ID Card Number		Gender	M	F	X
Home Address					
Phone Number		Mobile No.			
Email Address					

b) Parent 2

N.B. Parent 2 is defined as the 2nd parent/guardian who is already in employment and/or in education.

Name & Surname					
ID Card Number		Gender	M	F	X
Home Address					
Phone Number		Mobile No.			
Email Address					



3. DETAILS OF OTHER PERSONS RESPONSIBLE FOR DROPPING OFF/COLLECTING CHILDREN TO/FROM THE CHILD DAY CARE FACILITY

Name & Surname	ID Card Number	Relation to Child

4. COURSE DETAILS

Name of Parent	Course Title	Educational Institution	Course Duration	Type of Attendance (Full time or Part Time or Distance Learning)

5. EMPLOYMENT DETAILS

Name of Parent	Employer's Name	Employer's Address	Employer's Contact Details	Type of Attendance (Full time or Part Time or Distance Learning)



6. CHILDCARE CENTRE

Name of Childcare Centre	Address of Childcare Centre	No. of Days of service required per week	No. of Hours required per Month

7. CHILDCARE CENTRE ACCEPTANCE DECLARATION

Date of Service Commencement	Name of Childcare Centre Manager	Signature / Stamp of Childcare Centre

I/we declare that I/we have read and accepted the Terms and Conditions for the Free Childcare Scheme.

Signature – Parent/Guardian 1

Signature – Parent/Guardian 2

Application Date

Disclaimer: The data requested will only be processed by government officials for the general administration of the Free Childcare Scheme. Under no circumstances will this data be passed on to commercial third parties. All this information is required so that, should the need arise, procedures may be carried out without any unnecessary delays.



DOCUMENTATION TO BE PROVIDED BY BOTH PARENTS/GUARDIANS

Students

- Statement of course attendance from educational institution
- Statement of course recognition from NCFHE

Employees

- Three (3) most recent pay-slips of the eligible parent (defined as Parent 1, a mother or single parent (mother or father) who is in employment and/or education.
- A declaration letter from the employer of both the eligible parents and, where applicable, the 2nd parent (defined as Parent 2 who is already in employment and/or education) stating:
 - Fixed schedule: average number of weekly working hours & the number of days of work per week.
 - Flexible schedule: average number of monthly working hours & the number of days of work per month

Self Employed

- The most recent tax return and relevant acknowledgement from the Inland Revenue Department.
- A declaration letter stating:
 - Fixed schedule: average number of weekly working hours & the number of days of work per week.
 - Flexible schedule: average number of monthly working hours & the number of days of work per month

Important Notes

- An eligible parent/guardian claiming sole custody of a child will have to provide legal documentation that this parent has full care and custody of the child.
- All parents/guardians, be they employed or self-employed, are responsible, if necessary, to have their position with Jobsplus regularised. Any eventual checks by the Free Childcare Scheme Office which result otherwise may result in disqualification from the Free Childcare Scheme and possible legal action.